National Conference on

Reform '88

The Mandate for Improving Management in Government

January 23-25, 1984
Washington, D.C.

Covering:
- Financial management improvements
- ADP advances and initiatives
- Internal control evaluations/improvements
- Procurement reform and the revised A-76
- Inspectors General roles
- Administrative management improvement initiatives

Featuring four full-day concurrent workshops on January 25:
- Conducting Internal Control Reviews
- Designing and Implementing Automated Financial Systems for Federal Agencies
- Conducting Internal Control Reviews of Data Processing Activities
- Using Computers in Complex Decision Making

sponsored by

Public Management Institute
George Mason University
Dedicated to improving management in government through research, technical assistance, training and information sharing.

Conference Management by

U.S. Professional Development Institute

Conference Program
Registration 8:00 ● Conference 9-5 daily

Monday, January 23

AM

Welcoming Remarks by Conference Chairman
John D. R. Cole
Director, Public Management Institute
George Mason University

Introduction by Program Chairman
Joseph J. Elkins
Partner, Federal Management Systems
Peat, Marwick, Mitchell & Co.
Washington, D.C.

Keynote Address: The Challenge Facing Today's Federal Managers
Dr. Ralph C. Bledsoe
Special Assistant to the President
Executive Secretary to the Cabinet Council for Management and Administration
The White House

Major Management Initiatives in the Federal Government
● Amalgamating management initiatives in the budget process
● Integrating financial management and accounting systems
● Regionalization/consolidation of administrative support systems
● Administrative systems reform
James F. Kelly
Deputy Associate Director
Management Reform Division
Office of Management and Budget

The Future of Information Resource Management
● Major technological advances and their implications
● Opportunities and challenges presented by new technologies
● OMB response
John P. McNicholas
Chief, Information Policy
Office of Information and Regulatory Affairs
Office of Management and Budget

PM
Lunch

Luncheon Address: Reform '88: Its Effect on Federal Managers
Joseph R. Wright
Deputy Director
Office of Management and Budget

CONCURRENT SESSIONS

TRACK 1	TRACK 2	TRACK 3	TRACK 4
The Financial Integrity Act, Circular A-123 and Internal Controls	**Using Advanced Information Technology**	**Upgrading Financial Management Systems**	**General Issues Facing Managers of Federal Resources**
Chairman: **Frederic A. Helm, Jr.** *Internal Control Task Force Coordinator* *Office of Management and Budget*	Chairman: **Richard H. Shriver** *Assistant Secretary for Electronic Systems and Information Technology* *Department of the Treasury*	Chairman: **Joseph H. Linnemann** *Director, Office of Financial Systems* *Department of State*	Chairman: **John D. R. Cole** *Director, Public Management Institute* *George Mason University*
Update on Federal Internal Control Evaluations and Improvements ● Current status of A-123 (revised) ● Major milestones ● OMB guidelines ● Key issues to address in reporting **Frederic A. Helm, Jr.** *Internal Control Task Force Coordinator* *Office of Management and Budget*	**Executive Decision Support Using Microcomputers** ● Externalizing judgement ● Assessing consistency ● Deriving priorities **Dr. Ernest Forman** *Professor of Management Science* *George Washington University*	**Planning an Agency-Wide Payroll System** ● Reduce number of systems by: • adapting existing systems under modular approach • cross-servicing arrangements ● integrated personnel/payroll systems ● Automated personnel/payroll interface ● Automated labor intensive functions **Blair G. Ewing** *Project Manager, Personnel/Payroll Project* *Office of Management and Budget*	**The Grace Committee and the Army: Relating Reform to Reality** ● Highlights of issues and recommendations ● Difficulties in the survey approach ● Validation on estimated savings ● Practical perspectives on implementation **Dr. Henry D. Angelino** *Chief, Budget Research and Studies Division* *Department of the Army*
Preventing and Detecting Fraud, Waste, and Abuse ● Need for front-end controls ● Sharing computer programs ● Identifying convicted health providers **Richard P. Kusserow** *Inspector General* *Department of Health and Human Services*	**Improving Management of ADP Resources** ● Ensuring that systems are compatible with agency mission ● Senior line managers role in evolution of modern, effective and protected systems ● Need for greater R&D in civilian sector of government ● Closer liaison with the information industry **Richard H. Shriver** *Assistant Secretary for Electronic Systems and Information Technology* *Department of the Treasury*	**GAO Approval Process and Technical Assistance** ● How the revised approval process works ● Consultation to assist agencies ● Revised Title 2 **W. D. Campbell** *Acting Director* **Virginia B. Robinson** *Associate Director* *Accounting and Financial Management Division* *General Accounting Office*	**Role for Inspectors General in Reform '88** ● Emphasis on prevention ● Oversight from the Financial Integrity Act ● OMB guidance **Charles L. Dempsey** *Inspector General* *Department of Housing and Urban Development*

AM

CONCURRENT SESSION

TRACK 1	TRACK 2	TRACK 3	TRACK 4
The Financial Integrity Act, Circular A-123 and Internal Controls	**Using Advanced Information Technology**	**Upgrading Financial Management Systems**	**General Issues Facing Managers of Federal Resources**
Chairman: **Walter L. Anderson** *Senior Associate Director* *Information Management and Technology Division* *General Accounting Office*	**Implementing PL 96-511 and Information Resource Management** ● GSA role in information management reviews ● Government-wide responsibilities and structure to support triennial reviews **Margaret Truntich** *Acting Chief, Procurement Management and Reviews Branch* *General Services Administration*	Chairman: **Joseph H. Linnemann** *Director, Office of Financial Systems* *Department of State*	Chairman: **John D. R. Cole** *Director, Public Management Institute* *George Mason University*
Managing the Internal Control Evaluation Process ● Establishing responsibility ● Performing evaluations ● Training **John W. Lynn** *Chief, Management Control Division* *Department of Commerce*	**Distributed Data Processing and Networking** ● Key components of a DDP ● How DDP can increase cost effectiveness of systems ● Key issues in controlling DDP ● Recommended design approaches and controls **Dr. William Wenker** *Chief, Computer Configuration Management Office* *Joint Data Systems Support Center* *Defense Communications Agency*	**Improving System Maintenance Productivity** ● Maintenance environment and problems ● Salvaging software investment ● Reducing implementation time **Ronald L. Reynolds** *Partner* *Peat, Marwick, Mitchell & Co.* *Washington, D.C.*	**Procurement Management** ● Executive Order 12352 — Procurement Reform ● Federal Acquisition Regulations ● Procurement management control systems ● Increasing competition **Allan W. Beres** *Assistant Administrator for Acquisition Policy* *General Services Administration*
An Automated Approach to Internal Control Evaluations ● Structured framework ● Greatly reduced paperwork **Dr. Albert J. Pendergast** *Director, Office of Program Analysis and Review* *Small Business Administration*	**ADP Management Initiatives at USDA-Forest Service** ● Implementing a distributed processing system ● Professional and administrative productivity improvements ● Office automation **Sydney L. Haggard** *Group Leader, Systems Implementation* *Computer Sciences and Telecommunications Staff* *U.S. Forest Service* *Department of Agriculture*	**Evaluating Software Packages** ● Determine requirements ● Establish evaluation criteria ● Manage the implementation process **Arnold Johnson** *Chief, Software Tools and Techniques Branch* *Federal Software Testing Center*	**Managing the A-76 Process** ● New A-76 Circular ● Changes in the process ● Implications to the agencies **Curtice E. Holland** *Deputy Associate Administrator for Procurement Policy* *Office of Federal Procurement Policy* *Office of Management and Budget*
Implementing the A-123 Process ● Assignment of responsibilities ● Staff training ● Field involvement **Carl W. Guidice** *Director, Financial Policy and Accounting* *Department of Energy*		**Consolidating an Agency Payroll System** ● Approach taken at Department of Commerce ● Improvements achieved ● Cost savings **Jimmie D. Brown** *Director, Office of Information Systems* *Department of Commerce*	**Improving Cash Management** ● Effective techniques ● Potential savings ● Legislative impediments **John J. Lordan** *Deputy Associate Director, Finance and Accounting Division* *Office of Management and Budget*

PM
Lunch

Luncheon Address: The President's Private Sector Survey
J. P. Bolduc
Chief Operating Officer
President's Private Sector Survey on Cost Control in the Federal Government
(Senior Vice President, W. R. Grace & Co.)

CONCURRENT SESSION

Implementing the A-123 Process	ADP Management Initiatives at Department of Transportation	Upgrading Financial Management Systems	Management Improvements in the Department of Defense
● Assignment of responsibilities ● Preliminary review ● Tracking system **Donald J. Keuch, Jr.** *Deputy Assistant Secretary for Administration* *Department of Housing and Urban Development*	● Burden reduction reporting ● Fourth generation languages ● Cost accounting principles ● A-121 initiatives **Jules B. DuPeza** *Deputy Director* *Office of Information Systems and Telecommunications Policy* *Department of Transportation*	● Current HHS financial structure ● Response to OMB financial/administrative system requirements ● Developing a uniform accounting system using state-of-the-art technology **David V. Dukes** *Deputy Assistant Secretary, Office of Finance* *Department of Health and Human Services*	● Defense management philosophy ● Management initiatives ● Procurement reforms ● Reform 88 and internal control ● The role of the Inspector General in DoD **John M. Carabello** *Director of Management Improvement* *Office of the Assistant Secretary of Defense/Comptroller* *Department of Defense*

Reform '88: Summary and Discussion
● Highlights of concurrent tracks
● The future of Reform '88
● Key ingredients for success
● Questions and discussions

Chairman: **John D. R. Cole**
Director, Public Management Institute
George Mason University

Panelists: **Walter L. Anderson**
Senior Associate Director
Information Management and Technology Division
General Accounting Office

Frederic A. Helm, Jr.
Internal Control Task Force Coordinator
Office of Management and Budget

Sherman M. Funk
Inspector General
Department of Commerce

Joseph H. Linnemann
Director, Office of Financial Systems
Department of State

Tuesday, January 24

TRACK 4
General Issues Facing Managers of Federal Resources
Chairman: **John D. R. Cole** *Director, Public Management Institute* *George Mason University*

Concurrent Post-Conference Workshops
Wednesday, January 25, 1984
9:00 AM - 5:00 PM

Conducting Internal Control Reviews
● Requirements of the Federal Managers' Financial Integrity Act
● Major steps in conducting internal control reviews
● Organizing and planning internal control reviews
● Case study examples
Joseph J. Elkins
Partner
Peat, Marwick, Mitchell & Co.
Washington, D.C.

Designing and Implementing Automated Financial Systems for Federal Agencies
● OMB guidelines for developing and reviewing financial management/accounting systems
● GAO standards and their implications on financial systems design
● Conducting a requirements analysis
● Team approach to performing automated financial systems projects
● Techniques to salvage financial systems which functionally satisfy agency's needs
● Selecting and installing software
Jonathan M. Wallman
Principal
Ronald L. Reynolds
Partner
Peat, Marwick, Mitchell & Co.
Washington, D.C.

Conducting Internal Control Reviews of Data Processing Activities
● Key elements which must be reviewed
● Planning and organizing an effective data processing review
● Techniques to minimize the time required to review data processing systems
● Case study
● Common data processing control problems
Raymond S. Jozwik
Senior Manager
D. Courtland Reeves
Manager
Peat, Marwick, Mitchell & Co.
Washington, D.C.

Using Computers in Complex Decision Making
● Structuring complex decision situations
● Group process decision making techniques
● A multi-purpose software program for computer assisted decision making
● Management decision making: A computer assisted simulation exercise
John W. Ostrowski, Ph.D.
Program Director
Public Management Institute
George Mason University

Conference Objectives

Never before have so many efforts been underway to improve the management of the Federal government. The **Cabinet Council on Management and Administration** focuses presidential and cabinet oversight on meaningful management improvements. **Reform '88** embodies a long-range program to institute lasting improvements. The **President's Private Sector Survey on Cost Control** identified opportunities to streamline the government and reduce costs. Procurement reform, cash management, and debt collection efforts provide additional emphasis on management improvements. The **Office of Management and Budget** is incorporating management considerations in the budget process. In addition, internal control systems are being evaluated and improved to enhance the economy and efficiency of Federal activities.

The scope of these initiatives demonstrates the Administration's commitment to achieving lasting management improvements. This conference assembles senior government officials, educators, and private sector representatives who speak authoritatively about management improvement activities, accomplishments to date, effective means of identifying opportunities and challenges, and instituting improvements. Conference participants will obtain invaluable knowledge about financial management, ADP, internal control, and administrative improvements achieved by Federal agencies. This information exchange will foster improvement efforts in *your* agency.

What You Will Learn

- Status of major Federal management improvement initiatives
- How to use advanced information technology for improving agency performance
- How to improve agency administration and decisions
- How to upgrade agency financial management systems
- Status of A-123 and Financial Integrity Act implementation for improving agency performance
- How to manage government resources more effectively
- How to evaluate and improve agency internal controls
- How to manage activities mandated by A-76, A-123, and PL 96-511.

Who Should Attend

Reform '88 places major responsibilities for management improvement on those officials who manage Federal agencies, programs, and activities. Accordingly, this conference is directed at Federal managers and their staffs, including:

- Agency administrators
- Civilian program managers
- Defense program managers
- Grant program administrators
- Procurement managers
- Financial managers
- Budget professionals

- Inspectors General and their staffs
- Grant administrators
- Accountants and auditors
- Management and systems analysts
- Computer professionals
- Consultants.

About the Sponsor — Public Management Institute

The Public Management Institute (PMI) of George Mason University, Fairfax, Virginia, is the research and service arm of the University's Department of Public Affairs and is dedicated to promoting better management in the public sector. PMI provides public managers and elected officials with a program of applied research, technical assistance, management education and training, and information sharing through conferences, workshops, and publications, designed to increase efficiency and effectiveness in government operations.

Reform '88

The Mandate for Improving Management in Government

January 23-25, 1984
Washington, D.C.
Sheraton Inn
8727 Colesville Road
Silver Spring, MD 20910
301/589-5200

sponsored by **Public Management Institute**/George Mason University

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REGISTRATION: Entire fee is payable prior to the conference. Registrations are accepted up to the time of the meeting. Make checks payable to *Reform '88*. On-site registration begins at 8:00 a.m.

REGISTRATION FEE (includes lunches, refreshments and conference volume):

	Government	Industry
Conference only (January 23-24)	$395	$450
Workshop only (January 25)	$225	$250
Conference & Workshop* (January 23-25)	$545	$620

*Save money by attending both Conference and Workshop.

Send your team of management improvement specialists and benefit from joint participation at the reduced group rate: **If you are sending two or more representatives you may deduct 10% of the conference fee.**

Changes to the program may be made without prior notice.

CANCELLATIONS: Registrations cancelled within five (5) work days of the conference are subject to a $100 service charge. Registrations cancelled after the conference begins are subject to the full registration fee. Substitutions may be made at any time. TO CANCEL: Call Conference Registrar, (301) 445-4400, to obtain your cancellation code. NO CANCELLATIONS ARE VALID WITHOUT THIS CODE.

HOTEL ACCOMMODATIONS: The hotel will hold a block of rooms for participants until three weeks before the conference. To take advantage of special rates please use the special hotel registration card that will be sent to you with your registration confirmation.

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